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Risk Reduction and Environmental Stewardship
Environmental Restoration Quality Procedure

Readiness Planning and Review



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Revision Log

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Readiness Planning and Review

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Readiness Planning and Review

1.0 PURPOSE

- 1.1 This Quality Procedure (QP) states the responsibilities and defines the process for conducting readiness planning and reviews within the Risk Reduction and Environmental Stewardship - Environmental Restoration (ER) Project.
- 1.2 **ER Personnel** shall use the process described in this QP as a planning tool to prepare for fieldwork, as well as to ensure compliance to all identified requirements, and to gain consensus that key preparatory activities are complete and fieldwork may proceed. **Personnel** shall not use this process to track ongoing fieldwork.

2.0 SCOPE

This QP is a mandatory document and **ER personnel** (including subcontractors) **shall** implement this QP when implementing the readiness planning and review process for the ER.

3.0 REFERENCES

ER personnel using this procedure should become familiar with the contents of the following documents to implement properly this QP, as applicable and appropriate.

Note: The Quality Management Plan, Standard Operating Procedures (SOPs) and the QPs located at http://erinternal.lanl.gov/home_links/Library_proc.shtml. Los Alamos National Laboratory Instruction Requirements (LIRs) are located at [Official Documents | Inside Los Alamos National Laboratory](#). To locate URL links to the remaining documents, see Section 6.2.

- ER Quality Management Plan
- LANL-ER-QP-2.2, Personnel Orientation and Training
- LANL-ER-QP-3.2, Lessons Learned
- LANL-ER-QP-4.4, Record Transmittal to the Records Processing Facility
- LANL-ER-QP-4.5, Document Control
- LANL-ER-QP-5.4, Obtaining Access Agreements for Non-DOE-Owned Property
- LANL-ER SOP-01.03 Handling, Packaging and Transporting Field Samples

- LANL-ER-SOP-01.04, Sample Control and Field Documentation
- LANL-ER-ER-SOP-01.06, Management of Environmental Restoration Project Wastes
- LAUR-98-2837, Integrated Safety Management Description Document, Section 6.1 “Confirming Readiness”
- LIR 230-03-01.5, Facility Management Work Control
- LIR 402-880-01.0 Soil Disturbance Permit Process
- LIR 402-810-01.0, Confined Spaces
- LIR 402-701-02, Radiological Access Control
- LIR 404-00-02.2, General/Waste Management Requirements
- LIR 404-10-01.1, Air Quality Reviews
- LIR 404-30-02.0, *NEPA*, Cultural Resources and Biological Resources (NCB) Process
- LIR 404-50-01.0, Water Pollution Control
- LIR 300-00-01, Safe Work Practices
- National Emission Standards for Hazardous Air Pollutants (NESHAP)
- National Pollutants Discharge Elimination System (NPDES)
- National Environmental Policy Act
- The “Eight Guiding Principles” of Integrated Safety Management
- 48 CFR Department of Energy Acquisition Regulations (DEARA) 970.2303-2(a)
- LS 105-01.0, Waste Management Coordinator Program
- AR 8-4, Welding, Cutting, and Other Spark-/Flame-Producing Operations.

4.0 DEFINITIONS

- 4.1 *Fieldwork* — A field activity or task that has a defined start, end, and/or duration and produces a measurable result that satisfies ER objectives (e.g., sampling, soil and water remediation, erosion control, well drilling, etc.).
- 4.2 *Readiness planning* — The process of identifying, sequencing, and scheduling all applicable and relevant activities and logistics associated with fieldwork to ensure compliance with the applicable Laboratory, local, State, and federal procedural requirements, standards, and regulations, including those with regard to health, safety, and the environment.

- 4.3 Readiness review— A process to ensure compliance to identified requirements, to document consensus that fieldwork may proceed, and to ensure that the associated activities are closed or scheduled appropriately.
- 4.4 Readiness Planning and Review Checklist — An itemized guide (Attachment B) for verifying compliance to identified requirements and to obtain a consensus of readiness to commence fieldwork.
- 4.5 Supervisor — Any individual assigned to the ER who is a group, focus team, task, or project leader or a manager with the authority and responsibility to direct and authorize ER activities. A supervisor may also be an individual directed by the ER Manager or Focus Area Project Leader to act on her or his behalf.
- 4.6 UTR, UTR designee, and/or chairperson — An ER participant assigned by the responsible University of California Technical Representative (UTR) to facilitate a scheduled readiness planning and review meeting.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 6.0 of this procedure.

- 5.1 ER Personnel — ER Personnel are responsible for ensuring implementation and compliance to this QP.
- 5.2 Chairperson — The Chairperson is responsible for implementing the requirements as addressed in this QP, and facilitating the readiness planning and review meeting. When required (e.g., assigned to represent the responsible University of California Technical Representative as a designee), the Chairperson is responsible for verifying the completion of the readiness planning review process by signing Block 14 of Attachment A.
- 5.3 Communications and Outreach Project Leader (COPL) — The COPL and/or an assigned designee is responsible for ensuring proper communication with the general public and the media with regard to environmental restoration activities. During the readiness planning and review meeting the C&O representative is responsible for providing a status update on C&O activities related to the an identified effort.
- 5.4 Data Analysis and Assessments Focus Area Project Leader — The Data Analysis and Assessments Focus Area Project Leader is responsible for assigning a Data Analysis and Assessment Team Leader to represent the Data Analysis and Assessments Group at all readiness planning and review meeting.
- 5.5 Data Analysis and Assessment Team Leader — The Data Analysis and Assessment Team Leader is responsible for verifying all applicable

requirements addressed in this QP are completed (refer to Attachment A), and all applicable field paperwork appropriated requested, and the field team provision of approved copies of the field paperwork (refer to action step 6.3 for specific readiness planning requirements). When required, the Data Analysis and Assessment Team Leader is also responsible for verifying the completion of the readiness planning review process by signing Block 14 of Attachment A.

- 5.6 Focus Area Project Leader (FAPL) — The FAPL who is responsible for the identified fieldwork is responsible for ensuring that the University of California Technical Representative (UTR) or the assigned Chairperson properly prepared for and scheduled a readiness planning and review meeting in accordance with this QP.
- 5.7 ER Quality Program Project Leader (ER QPPL) — The ER QPPL is responsible for assigning a quality liaison to represent the Quality Integration and Improvement (QII) Group at all readiness planning and review meeting.
- 5.8 Quality Liaison — The Quality Liaison is responsible for verifying compliance to all applicable requirements addressed in this QP (refer to Attachment A). The Quality Liaison also verifies the completion of the readiness planning review process by signing Block 14 of Attachment A.
- 5.9 Regulatory Compliance Project Leader (RCPL) — The RCPL is responsible for notifying the Environmental Protection Agency and the New Mexico Environmental Department through the Department of Energy Office of Site Operations at least ten calendar days before the start of sampling activities. The RCPL also determines if a “Proceed at Risk” process is warranted and approved when reviews of sample and analysis plans are completed by the NMED
- 5.10 Sample Management Office Task Leader (SMOTL) — The SMOTL is responsible for ensuring all applicable field paperwork (sample collection logs and field chain-of-custody forms) necessary for the planned sampling event(s) are generated and available. The SMOTL is also responsible for notifying and scheduling the radiological (RAD) counting laboratory when the services of the RAD laboratory are required. When required, the SMOTL is responsible for verifying the completion of the readiness planning review process by signing Block 14 of Attachment A.
- 5.11 Subcontractors — Subcontractors are responsible for ensuring proper implementation and compliance to this QP.
- 5.12 Supervisor — Refer to 4.5 above .
- 5.13 University of California Technical Representative (UTR) — Is responsible for implementing the requirements as addressed in this QP, and for facilitating the readiness planning and review meeting when a chairperson is not

assigned. The UTR also ensures entry of all applicable signatures in Block 14 of Attachment A prior to authorizing fieldwork to proceed.

6.0 PROCEDURE

6.1 Use Current Procedure

ER personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at

http://erinternal.lanl.gov/home_links/Library_proc.shtml.

Note: It is each person's responsibility to ensure utilization of and training to the current version of this procedure. Contact the author if text is unclear. Contact the Document Control Coordinator (DCC) if the author is unavailable.

6.2 Determine Need for Readiness Planning and Review Meeting

If one or more of the criteria listed below are determined to apply, the responsible **UTR**, **UTR designee**, and/or **chairperson** shall schedule, conduct, and document (e.g., via Readiness Planning and Review Checklist) a readiness planning and review meeting:

6.2.1 Fieldwork activities require assessment for hazards and other vulnerabilities (e.g., environmental, mission importance, cost/benefit, worker/public safety, and/or security).

6.2.2 The formality and documentation rigor (see Attachment A, Part 13) is such that it requires the involvement of other organizations (e.g., NMED, EPA, Los Alamos National Laboratory Health Safety and Radiation Protection (formerly ESH-1, ESH-2, ESH-5), ER QII, etc.) for review and approval.

6.2.3 Changes in work activities, expectations, hazards, tenants, and/or facility conditions that could affect the operating parameters or requirements need formal identification and assessment.

6.2.4 48 CFR (DEARA) 970.2303-2(a) "requirement to confirm readiness for operations to be initiated and conducted is established and agreed-upon" applies.

6.2.5 Required compliance to LAUR-98-2837, Integrated Safety Management Description Document, Rev 3, Section 6.1, Confirming Readiness, (located at [Official Documents | Inside Los Alamos National Laboratory](#)) and LIR 300-00-01, Safe Work Practices.

6.3 Perform Readiness Planning

Before conducting a readiness planning and review meeting, the **UTR**, or **UTR designee**, and/or **chairperson** shall complete the following:

- 6.3.1 Ensure that the ER QII representative provided with an approved copy of applicable statement of work, applicable work plans, sampling and analysis plans, and information identifying procedures and applicable schedule used by field personnel.
- 6.3.2 Ensure that the applicable field paperwork (sample collection logs and field chain-of-custody forms) necessary for the planned sampling event(s) requested as described in LANL-ER-SOP-1.04, and that the field team received a hardcopy of the draft field paperwork required for field team review and approval.

Note: Not all field events require draft field paperwork review and approval prior to conducting the readiness review. This depends on the schedule for the sampling activities for the field event. If the sampling activities are not scheduled within the first few weeks of the field event, the field paperwork request may be submitted after the readiness review is conducted. Work with the data steward to ensure a timely request.

- 6.3.3 Ensure the Communications and Outreach Project Leader is provided with information that identifies the proposed fieldwork. Use this information to develop a press release or to inform, as necessary, Los Alamos County, non-Department of Energy (DOE) property owners, and the public.

Note: Take into consideration those activities that require sufficient lead-time for development, review and approval (e.g., environment, safety, and health identification [ESH ID], site-specific health and safety plan [SSHASP], excavation permits, sample and analysis plan [SAP]).

6.4 Perform Assigned Tasks and Attend Meeting

ER personnel (including subcontractors) assigned a readiness planning and review meeting task by the UTR, UTR designee, and/or the chairperson (reference Attachment A) shall make every effort to fulfill that assignment; however, if that individual cannot perform the task, that individual shall be responsible for finding a replacement and/or informing the UTR, or UTR designee, and/or the chairperson to ensure the assigned task is completed.

6.5 Implement Readiness Planning and Review Meeting Notification

The **UTR**, or **UTR designee**, and/or **chairperson** shall notify all appropriate individuals of the location, date, and time of the readiness planning and review meeting. Attendance is mandatory for the responsible UTR or UTR designee, and/or chairperson, Quality Integration and Improvement representative, the Sample Management Office and/or Data Analysis and Assessments representatives.

6.6 Conduct the Readiness Planning and Review Meeting

The **UTR**, **UTR designee**, and/or **chairperson** shall conduct all readiness planning and review meetings by using the following process:

- 6.6.1 Call the meeting to order.
- 6.6.2 Circulate a Readiness Planning and Review Meeting Attendance List (Attachment C).
- 6.6.3 Provide all meeting attendees with a brief explanation for calling the meeting and his or her expectations.
- 6.6.4 Provide each meeting attendee with a copy of a Readiness Planning and Review Checklist and scheduling document (e.g. Gantt Chart), as appropriate, that demonstrates appropriate and required information entry.
- 6.6.5 Review the Readiness Planning and Review Checklist, obtain the appropriate information from the meeting attendees for verifying the completion of the checklist, as appropriate, and/or task the appropriate ER personnel for resolving any new items.
- 6.6.6 Enter in Part 13 of Attachment A new preparatory activities identified during the meeting.
- 6.6.7 Determine if another readiness planning and review meeting requires scheduling in order to bring closure to the identified issue(s). Discuss and ensure agreement by those individuals responsible for completing an action step, quality assurance, and the chairperson (see bullet No. 5 above) prior to closing the Readiness Planning and Review meeting.
- 6.6.8 Identify and document the names of ER personnel responsible for addressing and/or resolving the identified issue(s).
- 6.6.9 Adjourn and/or reschedule the meeting, as appropriate.

6.7 Attachment A Completion Instructions

Unless specifically identified, the responsible **UTR**, **UTR designee**, and/or the Readiness Planning and Review meeting **chairperson** shall assign the following activities (Sections 1 through 13).

- 6.7.1 General (Section 1)
 - Preparatory activities that require completion before any fieldwork begins are identified by entering an “A” (designating “applicable”) on a Readiness Planning and Review Checklist (Attachment A). Identify preparatory activities not applicable to

the fieldwork with the label “n/a” (designating “not applicable”) or “D” for deferred.

- Assign each applicable preparatory activity by entering the names of ER personnel in the applicable column (see Attachment A).
 - a) Ensure that the activity is defined and documented.
 - b) Ensure that the applicable procedures are the correct revision and approved for issue in accordance with LANL-ER-QP-4.5, *Document Control*. Fieldwork **is not** to proceed if procedures need revision.
 - (i–xii) Enter the unique identifier (e.g., LANL-ER-SOP-7.05), revision number, and effective date of the applicable procedures (use the space provided in Section 13 if more entries are necessary).
 - c) Notify the ER QPPL of any procedures that need revision, development, or adoption by Subcontractors in order to complete this task. List all of those procedures in Section 13 of this checklist.

6.7.2 Environmental and Cultural Protection (Section 2)

- a) Use the ESH ID process to identify laws, regulations, and procedures that may need addressing for the field activity. Ensure the ESH ID review.

Note: Only significant changes to field activities (e.g., changing from surface sampling to drilling or encountering unexpected contaminants that were not addressed in the original questionnaire) require reinitiating the ESH ID questionnaire process.
- b) If possible, based on a US Department of Energy (DOE) review of the LANL Health, Safety and Radiation Protection (formerly ESH-3) Project Profiles, obtain a categorical exclusion in accordance with LIR 404-30-02.0, NEPA, Cultural Resources and Biological Resources (NCB) Process, for the applicable individual activity or a group of activities.
 - (i) If a categorical exclusion is received, or exists, an environmental assessment or an environmental impact statement is not required.
 - (ii) If an environmental assessment is necessary, coordinate with LANL Metrology and Air Quality Group (RRES-MAQ, formerly ESH-17), LANL Hydrology and Water Quality Group

(RRES-HWQ, formerly ESH-18), or LANL Ecology Group (RRES-ECO, formerly ESH-20) personnel (as noted in parentheses following each subject area) to conduct the assessment before starting fieldwork to determine how field activities would affect

- (1) flood plains/wetlands (RRES-ECO);
- (2) threatened and endangered species (RRES-ECO);
- (3) cultural resources, in accordance with LIR 404-30-02.0, NEPA, Cultural Resources, and Biological Resources (NCB) Process, (RRES-ECO);
- (4) National Emission Standards for Hazardous Air Pollutants (NESHAP), in accordance with LIR 404-10-01.1, Air Quality Reviews, (RRES-MAQ); and
- (5) National Pollutants Discharge Elimination System (NPDES), in accordance with LIR 404-50-01.0, Water Pollution Control, (RRES-HWQ).

- c) Contact RRES-WHQ if a Storm Water Pollution Prevention Plan (SWPPP) needs preparation or update .

6.7.3 Health and Safety (Section 3)

- a) Ensure approval for use of the SSHASP.
- b) Ensure approval for use of applicable subcontractor Health and Safety (H&S) Program.
- c) Ensure establishment of medical monitoring, if required.
- d) Ensure completion of a Health Physics Checklist, if required.

6.7.4 Waste Management (Section 4)

- a) Complete and approve a Waste Characterization Strategy Form in accordance with LANL-ER-SOP-01.06, Management of Environmental Restoration Project Wastes, before waste generation.
- b) If on-site waste storage (including satellite storage and less-than-90-day storage) is necessary, notify LANL Solid Waste and Regulatory Compliance (formerly ESH-19) to establish an on-site waste-storage area before conducting fieldwork.
- c) Assign a Waste Management Coordinator to the activity in accordance with Section 7.0 of LS 105-01.0, Waste Management Coordinator Program.
- d) Assign a Waste Generator to the activity.

- e) Ensure that all generated waste have a disposal path (see LIR 404-00-02.2, General/Waste Management Requirements).
- f) If applicable, ensure possession of approval for generating waste with no disposal path.

6.7.5 Training (Section 5)

- a) Ensure that before conducting field work, field team members, including personnel who conduct oversight activities, are trained in a manner appropriate to work performance as required in the Site Specific Health and Safety Plan (SSHASP) (e.g., Hazards Operator, General Employee Training, Cardio-Pulmonary Resuscitation, First Aid, Hazard Communication, radiation worker, respirator and fit testing, Lockout/Tagout, fall protection, confined space, etc.), and in areas such as
 - (i) training to Laboratory documents such as Laboratory Implementation Requirements (LIRs), Laboratory Implementation Guidance (LIGs), and Laboratory Performance Requirements (LPRs) and ER documents such as SOPs and QPs, subcontractor quality program and applicable procedures, as appropriate;
 - (ii) site-specific training (read only) such as the Resource Conservation and Recovery Act (RCRA) Facility Investigation (RFI) Work Plan, Waste Characterization Strategy Form, SSHASP, site-specific SAP, and technical-area-(TA) specific procedures; and
 - (iii) quality orientation and training in accordance with LANL-ER-QP-2.2, *Personnel Orientation and Training* is required of all ER personnel including subcontractors working under the ER Quality Management Plan.
- b) Subcontractors that are working per their own quality program/plan shall document subcontractor, field-team personnel qualifications and training in accordance with approved training procedures. Document field-team personnel's qualifications and training in accordance with LANL-ER-QP-2.1, Documenting Personnel Qualifications, and LANL-ER-QP-2.2, Personnel Orientation and Training, or applicable subcontractor procedures.

6.7.6 Work Requests and Permits (Section 6)

As required, contact the Laboratory Operation and Maintenance contractor, to obtain work requests and/or permits for the following site activities:

- a) If required, obtain work requests or service requests in accordance with LIR 230-03-01.5, Facility Management Work Control, for fence work (e.g., fence cutting or fence repair) on Laboratory property.
- b) If an excavation or fill permit is needed, contact the Engineering Technical Coordinator in accordance with LIR 402-880-01.0, Soil Disturbance Permit Process. Excavations require personnel to go into the web site <http://esh-id.lanl.gov/excavation/index.asp> and fill out an "Index of Excavation/Soil Disturbance Permit Request." Health, Safety and Radiation Protection (formerly ESH-3) personnel review these requests.
- c) If work is performed in a confined space, evaluate the confined space and, if required, obtain a confined-space work permit in accordance with LIR 402-810-01.0, Confined Spaces.
- d) When radioactive material or contamination is identified at the site, obtain a radiological work permit in accordance with LIR 402-701-02, Radiological Access Control, if required.
- e) When welding, cutting, and other spark- or flame-producing operations are required, obtain a burn/hot work permit in accordance with AR 8-4, Welding, Cutting, and Other Spark-/Flame-Producing Operations. When engines such as chain saws, generators, and other potential spark-producing equipment are required, obtain a safe work permit in accordance with AR 8-4.
- f) Obtain safety work permits, as appropriate.

6.7.7 Support and Equipment (Section 7)

- a) Before field mobilization, request and obtain support services (e.g., drill rig or backhoe procurements, fence installments, electrical hook-up installments, sanitation facilities, communication equipment, etc.) to allow the supporting organization to schedule the services or equipment.
- b) Schedule survey team for on-site activities within 30 days of commencement of sampling activities.
- c) Identify all subcontractors who will perform work on the activity.
- d) Verify that all subcontractors, vendors, suppliers, analytical laboratories who will perform work on the activity have implemented an approved quality program equivalent to the ER's quality program or that they are working under the ER's quality program or the Subcontractor's quality program.

- e) Ensure that the subcontractor, vendor, supplier, and/or analytical laboratory planned for use is verified as approved (see the ER Approved Suppliers List [ASL] and/or contact the ER QPPL). Subcontractors working under their own quality program shall implement this requirement in accordance with their quality program.
- f) For work in areas where the subsurface will be disturbed, ensure that on-site underground utilities (including Los Alamos County utilities on non-DOE property) such as gas, electric, cable, and telephone lines are located and marked.

Note: Perform the activities described in Section (f) in conjunction with the excavation permit.

- g) Arrange for on-site sanitation facilities when required.
- h) Obtain the necessary communications equipment.
- i) Obtain the necessary sampling and survey equipment and supplies.
- j) Obtain the necessary H&S equipment and supplies.
- k) Ensure that copies of the correct versions of the applicable working documents (e.g., Health and Safety Plan, QPs, SOPs, and their associated forms) are readily available for use.
- l) Schedule QII oversight.

6.7.8 Analysis and Assessment/Sample Management Office (Section 8)

- a) Before conducting activities, ensure preparation and approval by ER management of the applicable plan (e.g., SAP, VCA, VCM, RFI, CMS, CMI, IM, etc.).
- b) Ensure a SAP submission to the NMED (if required) for review. Before conducting sampling, ensure the availability of an approved Sample Analysis Plan (SAP), or other appropriate plan, which addresses, as applicable, the site-specific work plan, sampling requirements, core handling, and decontamination between samples. If NMED does not provide a response, the **Regulatory Compliance representative**, the responsible FAPL or other appropriate ER representative shall determine if a "Proceed at Risk" process is warranted and approved.
- c) Ensure draft field sampling paperwork has been requested and received by the field team (refer to action step 6.3 for specific readiness planning requirements).

6.7.9 Sample Coordination and Management (Section 9)

- a) Request the required field sampling paperwork (sample collection logs and field chain-of-custody forms) necessary for the planned sampling event(s) following the procedure described in SOP-1.04. Ensure that the SMOTL has been informed of any special analytical requirements. A hardcopy of the draft field paperwork required for field team review and approval must be received by the field team prior to the Readiness Planning and Review Meeting (refer to action step 6.3 for specific readiness planning requirements). The **Regulatory Compliance representative** shall notify the NMED at least ten calendar days before the start of sampling activities.
- b) Notify/schedule the radiological (RAD) counting laboratory.
- c) ER personnel shall refer to and implement all applicable ER standard operating procedures (e.g. ER SOP-1.03 Handling, Packaging and Transporting Field Samples) when transporting any field sample.

6.7.10 Subsurface Technical Team Notification (Section 10)

- a) Develop and submit to the drilling team for review a drilling package (if applicable), SAP, and a geophysical logging plan (if geophysical logging is required).
Note: Complete a drilling package for drilling performed outside of the main drilling contract.
- b) Schedule drilling with the drilling team, if applicable.
- c) Schedule the geophysical contractor (if geophysical logging is needed) at least one month in advance of the commencement of field activities.

6.7.11 Laboratory and Site Access (Section 11)

- a) For sites that require access agreements, special security requests, landowner permission, or county notice, ensure that site access is coordinated with the appropriate personnel within the facility management in accordance with QP-4, *Obtaining Access Agreements for Non-DOE-Owned Property*.
- b) Ensure that access agreements, facility-tenant agreements, and/or other permissions are obtained.
- c) Ensure that site control and security is planned and arranged.
- d) Before the start of fieldwork, ensure that all field-team members are issued Laboratory identification badges, if applicable.

6.7.12 Notifications (Section 12)

- a) To document consensus that fieldwork may proceed, notify the following individuals of the location, date, and time of the readiness planning and review meeting:
 - (i) Each ER worker assigned a preparatory activity for closure.
 - (ii) The Health, Safety, and Radiation Protection (formerly ESH-1, ESH-2, ESH-3 and ESH-5) oversight representative.
 - (iii) The EM&R oversight representative.
 - (iv) The ER Quality Liaison.
 - (v) The ER Quality Program Project Leader
 - (vi) The affected Facility Manager(s).
 - (vii) The SMOTL.
 - (viii) The ER Project Manager.
 - (ix) The appropriate DOE representative (ten days prior to conducting the readiness, planning and review meeting).
 - (x) Analysis and Assessments FAPL and Team Leader.
 - (xi) The ER Regulatory Compliance FAPL and representative.
 - (xii) The ER Communication and Outreach Project Leader or designee.
 - (xiii) The Subcontractor Quality Program representative.
- b) If collection of environmental samples is required, notify the ER Regulatory Compliance FAPL at least 10 calendar days before the start of sampling activities and provide the following information:
 - (i) Operable unit.
 - (ii) TA.
 - (iii) Focus area.
 - (iv) Location, potential release site (PRS) number, or consolidated unit number.
 - (v) Expected number of samples.
 - (vi) Sample type (e.g., soil, water, sediment, sludge).
 - (vii) Potential chemicals of concern.
- c) The **ER Regulatory Compliance** shall notify the EPA and/or NMED through DOE-OSOO at least ten calendar days before the start of sampling activities. **ER Regulatory Compliance** shall

extend an invitation to NMED to attend the scheduled Readiness Planning and Review meeting.

- d) Before the start of fieldwork, the **Communications and Outreach FAPL** should obtain task activity information from the UTR, UTR designee, and/or the readiness planning and review chairperson prior to attending the meeting. The **Communications and Outreach FAPL** shall use this information to inform, as necessary, Los Alamos County, non-DOE property owners, and the public.

6.7.13 Other (Section 13)

Use this section to address preparatory activities (e.g., new action items or information from other sections) applicable to unidentified fieldwork on Attachment A (e.g., procedures, other documents, assignments etc.).

6.7.14 Verification of Closure (Section 14)

At the completion of the readiness planning and review meeting, the responsible **UTR** and/or **UTR designee**, the assigned **Quality Integration and Improvement representative**, and the **SMOTL** and/or a representative from the Data Analysis and Assessments Team shall attest to the completion of the readiness planning and review process by signing the checklist in accordance with this quality procedure.

7.0 RECORDS

The **UTR**, **UTR designee**, and/or **chairperson** shall take responsibility for submitting the following records (processed in accordance with LANL-ER-QP-4.4, Record Transmittal to the Records Processing Facility) to the Records Processing Facility.

- 7.1 The completed Readiness Planning and Review Checklist and all supporting documentation.
- 7.2 The completed Readiness Planning and Review Meeting Attendance List.

8.0 TRAINING

- 8.1 **ER personnel** using this QP shall train by reading the procedure.
- 8.2 **ER personnel** shall document training in accordance with LANL-ER-QP-2.2, Personnel Orientation and Training, using the ER Training Database located at <http://erinternal.lanl.gov/Training/login.asp>.

- 8.3 The **UTR**, **UTR designee**, and/or **chairperson** shall monitor the proper implementation of this procedure and ensure that relevant team members complete all applicable training assignments in accordance with LANL-ER-QP-2.2, Personnel Orientation and Training.

9.0 LESSONS LEARNED

- 9.1 Prior to performing work, **ER personnel** should access the DOE lessons learned web page, located at [Department Of Energy Lessons Learned](#) and/or the Los Alamos National Laboratory lessons learned web page, located at [Lessons Learned](#) to find applicable lessons learned that may aid in the performance of their tasks.
- 9.2 During the performance of work, **ER personnel** shall identify, document, and submit lessons learned, as appropriate, in accordance with LANL-ER-QP-3.2, Lessons Learned, located at http://erinternal.lanl.gov/home_links/Library_proc.shtml.

10.0 ATTACHMENTS

- Attachment A: Readiness Planning and Review Checklist (6 pages), located at <http://erinternal.lanl.gov/Quality/user/forms.asp>
- Attachment B: Readiness Planning and Review Meeting Attendance List (1 page), located at <http://erinternal.lanl.gov/Quality/user/forms.asp>
- Attachment C: List of Acronyms and Abbreviations (1 page)
- Attachment D: Gantt Chart Example (1 page)

Readiness Planning and Review Checklist

Focus Area:

TA(s):

Readiness Planning and Review Meeting Date:

PRS or Consolidated Unit Number:

Description of Field Activity:

Preparatory Activity Description	A-n/a	Activity Assigned to	Completed	Date closed	Notes
1) General					
a) Activity's scope is defined					
a) Applicable procedures are correct/approved (List ↓)					
i)					
ii)					
iii)					
iv)					
v)					
vi)					
vii)					
viii)					
ix)					
x)					
xi)					
c) Notify ERQPL of any new procedures that needs to be developed or adopted in order to complete task.					
2) Environmental and Cultural Protection					
a) ES&H ID approved.....					
b) Categorical exclusion obtained (NEPA).....					
i) flood plains/wetlands					
ii) threatened & endangered species.....					
iii) cultural resources assessment performed.....					
iv) NESHAP					

KEY:

Preparatory Activity Description: Entry that identifies the activity. **Activity Applicability (a-n/a):** Entry that verifies whether the activity is applicable or if it is not. Items identified in the checklist as "A: (for "applicable"), are to be understood as being required. All checklist line items that are not applicable must be addressed by entering n/a. **Activity Assigned to:** Entry that identifies the individual and/or organization responsible for completing and/or ensuring that the activity has been completed. **Completed** (Completion required for some applicable activities): Entry that identifies if the activity has been completed. **Date Closed:** Date the activity was completed or verified completed. **Notes:** Entry that addresses additional information resulting from the readiness planning and review meeting. **Deferred (D):** Entry and/or action item that was deferred for completion later.

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Readiness Planning and Review Checklist—continued

Focus Area:

TA(s):

Readiness Planning and Review Meeting Date:

PRS or Consolidated Unit Number:

Description of Field Activity:

Preparatory Activity Description ¹	A-n/a ²	Activity Assigned to	Completed ³	Date closed	Notes
2) Environmental and Cultural Protection—cont'd					
b) Categorical exclusion obtained—cont'd					
v) NPDES					
c) Storm Water Pollution Prevention Plan (SWPPP)					
3) Health and Safety					
a) SSHASP approved.....					
b) Subcontractor H&S program approved.....					
c) Medical monitoring established.....					
d) Health Physics Checklist completed.....					
4) Waste Management					
a) Waste Characterization Strategy Form approved....					
b) On-site waste storage area established					
c) Waste management coordinator assigned					
d) Waste generator assigned					
e) Does all waste to be generated have a disposal path? (see LIR 404-00-02.2)					
f) Approval obtained to generate waste with no disposal path.....					
5) Training					
a) Field team (including QII) is trained as required in the SSHASP and as follows:					
i) LANL & ER documents (e.g., LIRs, LIGs, LPRs, ER procedures, etc.)					
ii) Site-specific training					

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Readiness Planning and Review Checklist—continued

Focus Area:

TA(s):

Readiness Planning and Review Meeting Date:

PRS or Consolidated Unit Number:

Description of Field Activity:

Preparatory Activity Description ¹	A-n/a ²	Activity Assigned to	Completed ³	Date closed	Notes
5) Training—cont'd					
a) Field team (including QII) is trained as required in the SSHASP and as follows: — cont'd					
iii) Quality orientation and training.....					
b) Training documents to Training Specialist.....					
6) Work Requests and Permits					
a) Fencing					
b) Excavation or fill					
c) Confined spaces					
d) Radiation					
e) Spark-/flame-production.....					
f) Safety work permits.....					
7) Support and Equipment					
a) Support services arranged.....					
b) Schedule survey team.....					
c) Subcontractors identified.....					
c) Subcontractors comply with ER quality program.....					
e) Contractor/vendor/supplier/analytical laboratory verified as approved (see ER ASL)					
f) Utilities identified and marked.....					
g) Sanitation facilities arranged.....					
h) Communications equipment obtained					
i) Sampling and survey equipment and supplies obtained					
j) H&S equipment and supplies obtained					

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Readiness Planning and Review Checklist—continued

Focus Area:	TA(s):	Readiness Planning and Review Meeting Date:
PRS or Consolidated Unit Number:		
Description of Field Activity:		
Preparatory Activity Description¹	A- n/a²	Activity Assigned to
		Completed³
		Date closed
		Notes
7) Support and Equipment —cont'd		
k) Copies of applicable working documents available at the site.....		
l) QII oversight activity scheduled.....		
8) Analysis & Assessment/Sample Management Office		
a) SAP or other appropriate plans prepared & approved by ER mgmt.		
b) SAP submitted to NMED for review, if required.....		
c) Draft field paperwork requested and received by field team.....		
9) Sample Coordination and Management		
a) Arrangement for special analytical services in place		
b) Radiological count lab notified/scheduled.....		
c) DOT requirements identified.....		
10) Subsurface Technical Team		
a) Drilling package submitted, if applicable.....		
b) Drilling scheduled, if applicable.....		
c) Geophysical contractor scheduled.....		
11) Laboratory and Site Access		
a) Site access coordinated.....		
b) Access agreement & other permissions obtained		
c) Site control and security planned and arranged.....		
d) Laboratory badges issued.....		
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Readiness Planning and Review Checklist—continued					
Focus Area:		TA(s):		Readiness Planning and Review Meeting Date:	
PRS or Consolidated Unit Number:					
Description of Field Activity:					
Preparatory Activity Description ¹	A-n/a ²	Activity Assigned to	Completed ³	Date closed	Notes
12) Notifications					
a) Readiness Planning and Review Meeting notification					
i) ER workers assigned prep. activities					
ii) Health, Safety and Radiation Protection oversight representative.....					
v) EM&R oversight representative.....					
vi) ER Quality Liaison.....					
vii) ER ERQPL					
viii) affected facility manager					
ix) SMO Task Leader					
x) ER Program Manager					
xi) Department of Energy Representative					
xii) Data Analysis and Assessments FAPL & Team Leader.....					
xiii) ER Regulatory Compliance FAPL & representative					
xiv) ER C&O Team Leader or designee.....					
xv) Subcontractor Quality Program representative..					
13) Other (list below) :					

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[illegible]

[illegible]

List of Acronyms and Abbreviations

ASL	Approved Suppliers List	LPR	Laboratory Performance Requirements
C&O	Communications and Outreach (Team)	mgmt	management
CPR	cardio-pulmonary resuscitation	n/a	not applicable
DOE	US Department of Energy	NA	not available
DOE-OSOO	US Department of Energy- Office of Site Operations Office	NCB	NEPA, Cultural Resources, and Biological Resources
DOT	Department of Transportation	NEPA	National Environmental Policy Act
EPA	US Environmental Protection Agency	NESHAP	National Emission Standards for Hazardous Air Pollutants
ER	environmental restoration	NMED	New Mexico Environment Department
ESH ID	environment, safety, and health identification	NPDES	National Pollutants Discharge Elimination System
ESH-1	Health Physics Operations (Group)	OSHA	Occupational Safety and Health Administration
ESH-2	Occupational Medicine (Group)	prep	preparatory
ESH-3	Integrated Risk Analysis, Management, and Communication (Group)	PRS	potential release site
ESH-5	Industrial Hygiene and Safety (Group)	QII	Quality Integration and Improvement (Team)
ESH-17	Air Quality (Group)	QP	quality procedure
ESH-18	Water Quality and Hydrology (Group)	ERQPL	Quality Program Project Leader
ESH-19	Hazardous and Solid Waste Programs (Group)	RAD	radiological
ESH-20	Ecology (Group)	RCRA	Resource Conservation and Recovery Act
FAPL	focus area project leader	RFI	RCRA facility investigation
FIP	field implementation plan	RPRC	Readiness Planning and Review Checklist
FSF	Field Support Facility	SAP	sampling and analysis plan
GET	General Employee Training	SMO	Sample Management Office
H&S	health and safety	SSHASP	site-specific health and safety plan
HAZCOM	hazard communication	SWPPP	Storm Water Pollution Prevention Plan
JCNNM	Johnson Controls of Northern New Mexico		
LIG	Laboratory Implementation Guidance		
LIR	Laboratory Implementation Requirements		

Gantt Chart Example

